

**COUNTY OF SAN DIEGO  
VOLUNTEER REPORT FORM  
PERIOD JULY 1, 2001 - JUNE 30, 2002**

COUNTY OF SAN DIEGO  
DEPT. OF SOCIAL SERVICES  
JUL 23 PM 2:43  
JUL 23 2002  
FIVE STAR  
EVALUATION

**1. DEPARTMENT/COURT INFORMATION:**

Department/Court: Library

Division/Unit: -

**2. VOLUNTEER PROGRAM BENEFITS:**

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

|                       |                     |   |         |   |             |
|-----------------------|---------------------|---|---------|---|-------------|
| No. Vol. <u>1,868</u> | Hours <u>66,997</u> | x | \$16.05 | = | \$1,075,302 |
|-----------------------|---------------------|---|---------|---|-------------|

Types of work performed by GENERAL VOLUNTEERS in this category: Performing clerical work, assisting with programs, processing books and magazines, tutoring adult literacy learners, reading to children, phoning customers for return of overdue materials.

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

|                     |                    |   |          |   |          |
|---------------------|--------------------|---|----------|---|----------|
| No. Vol. <u>174</u> | Hours <u>5,910</u> | x | \$ 16.05 | = | \$94,856 |
|---------------------|--------------------|---|----------|---|----------|

Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

Performing clerical work, processing books and other library materials,  
sorting books for delivery to branches, hauling boxes of books.

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.

|   |              |   |            |   |                       |
|---|--------------|---|------------|---|-----------------------|
| <u>Position</u>                                   | <u>Hours</u> | x | <u>VCL</u> | = | <u>Dollar Benefit</u> |
| <u>SEE ATTACHED SHEET: SPECIALIZED VOLUNTEERS</u> |              |   |            | = | <u>\$</u>             |

|                    |                            |                             |
|--------------------|----------------------------|-----------------------------|
| No. Vol <u>111</u> | Total Hours <u>3,372.5</u> | Total Value <u>\$85,296</u> |
|--------------------|----------------------------|-----------------------------|

Types of work performed by SPECIALIZED VOLUNTEERS in this category: \_\_\_\_\_

SEE ATTACHED SHEET: SPECIALIZED VOLUNTEERS

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

| <u>No. of Volunteers</u> | <u>Hours</u>    | <u>Dollar Benefit</u> |
|--------------------------|-----------------|-----------------------|
| 2a: <u>1,871</u>         | <u>66,973</u>   | <u>\$ 1,075,302</u>   |
| 2b: <u>174</u>           | <u>5,270</u>    | <u>\$ 94,856</u>      |
| 2c: <u>111</u>           | <u>3,372.5</u>  | <u>\$ 85,296</u>      |
| <hr/>                    |                 |                       |
| TOTALS: <u>2,156</u>     | <u>75,615.5</u> | <u>\$ 1,255,454</u>   |

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

| <u>Item Donated</u>                   | <u>Value</u> | <u>Item Donated</u> | <u>Value</u> |
|---------------------------------------|--------------|---------------------|--------------|
| SEE ATTACHED                          | \$           |                     | \$           |
| SHEET: DONATIONS TO VOLUNTEER PROGRAM | \$           |                     | \$           |

TOTAL VALUE \$ 24,397.27

4. VOLUNTEER PROGRAM COSTS:

- a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours 7,403 x Rate \$ 14.94 = \$ 110,600.82

- b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours 90 x Rate \$ 31.42 = \$ 2,827.80

- c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

| <u>Item</u>  | <u>Cost</u>      |
|--|------------------|
| <u>Volunteer recognition items and events.</u>   | <u>3,284.66</u>  |
| <u>Managers' attendance at volunteer events and</u><br><u>Friends of the Library meetings.</u> | <u>15,297.55</u> |
| <u>Clerical support</u>  | <u>302.43</u>    |

TOTAL OF OTHER PROGRAM COSTS

=

\$ 18,884.64

- d. TOTAL OF VOLUNTEER PROGRAM COST =  
(add 4a, 4b, and 4c)

\$ 132,313.26

**5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:**

|  |                         |
|--|-------------------------|
| a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)       | \$ <u>1,255,454.00</u>  |
| b. Total of Donations to Volunteer Program, Item 3 (Page 2)    | \$ <u>24,397.27</u>     |
| ADD a + b  | \$ <u>1,279,851.27</u>  |
| c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) | (\$ <u>132,313.26</u> ) |
| TOTAL PROGRAM BENEFIT  | \$ <u>1,147,538.01</u>  |

6. **RECRUITING:**

Please describe your recruiting programs:

County of San Diego website; San Diego County Library website (www.sdcl.org); media releases; County Television Network; Volunteer Center; Library staff encouraging potential volunteers; Area Agency on Aging's Retired Senior Volunteer Program; READ San Diego Adult Literacy Program.

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

County Board of Supervisors' Volunteer of the Year recognition event, televised on CTN; branch library recognition events during Volunteer Recognition Month; Multigenerational Grandparents and Books read-aloud-to-children program in branch libraries; Teenagers planning and presenting programs for young children; Volunteers phoning to request return of overdue materials.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2002-03:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Maintain high level of volunteer use; match volunteer interests to the most appropriate tasks needing volunteer support; recognize volunteers with special events and expressions of appreciation throughout the year.

9. **GENERAL INFORMATION:**

Name of Person Completing Report: Ellen Zyroff

Phone Number: (858) 694-2484 Mail Stop 070 E-Mail ezyrofli@sdcl.org

Volunteer Coordinator: Ellen Zyroff

Phone Number: (858) 694-2484 Mail Stop 070 E-Mail ezyrofli@sdcl.org

10. **DEPARTMENT CERTIFICATION:**

  
DEPARTMENT HEAD SIGNATURE

Marilyn C. Crouch, Library Director

July 19, 2002  
DATE

**San Diego County Library  
Volunteer Report 2001-02  
SPECIALIZED VOLUNTEERS: DOLLAR VALUES**

| <b>Position</b>              | <b>Branch</b>  | <b>No. of<br/>Volunteers</b> | <b>No. of<br/>Hours</b> | <b>Hourly<br/>Rate</b> | <b>Dollar Value</b> |
|------------------------------|----------------|------------------------------|-------------------------|------------------------|---------------------|
| Internet Docents             | All            | 80                           | 2642                    | \$ 21.93               | \$ 57,939.06        |
| Sing-along Program           | Casa de Oro    | 2                            | 2                       | \$ 20.00               | \$ 40.00            |
| Character Impersonator       | Casa de Oro    | 1                            | 1                       | \$ 20.00               | \$ 20.00            |
| Computer/Internet Instructor | Crest          | 1                            | 78                      | \$ 30.00               | \$ 2,340.00         |
| Computer/Internet Instructor | Del Mar        | 3                            | 112                     | \$ 30.00               | \$ 3,360.00         |
| Retired Sheriff - Speaker    | Descanso       | 1                            | 1                       | \$ 50.00               | \$ 50.00            |
| Computer/Internet Instructor | Imperial Beach | 3                            | 39                      | \$ 30.00               | \$ 1,170.00         |
| Computer/Internet Instructor | Jacumba        | 3                            | 53                      | \$ 30.00               | \$ 1,590.00         |
| Musicians                    | Jacumba        | 2                            | 6                       | \$ 75.00               | \$ 450.00           |
| Storyteller                  | La Mesa        | 1                            | 2                       | \$ 75.00               | \$ 150.00           |
| Computer/Internet Instructor | Lakeside       | 3                            | 19                      | \$ 30.00               | \$ 570.00           |
| Puppet Show                  | Lemon Grove    | 1                            | 5.5                     | \$ 20.00               | \$ 110.00           |
| Computer/Internet Instructor | Lemon Grove    | 1                            | 30                      | \$ 30.00               | \$ 900.00           |
| Computer/Internet Instructor | Lincoln Acres  | 1                            | 12                      | \$ 30.00               | \$ 360.00           |
| Educational Activities       | Lincoln Acres  | 1                            | 62                      | \$ 16.00               | \$ 992.00           |
| Computer/Internet Instructor | Ramona         | 1                            | 26                      | \$ 30.00               | \$ 780.00           |
| Theology Professor           | Valley Center  | 1                            | 12                      | \$ 50.00               | \$ 600.00           |
| Investments                  | Valley Center  | 1                            | 19                      | \$ 200.00              | \$ 3,800.00         |
| Quilting Workshop            | Valley Center  | 2                            | 8                       | \$ 75.00               | \$ 600.00           |
| Technical Support            | READ San Diego | 1                            | 82                      | \$ 50.00               | \$ 4,100.00         |
| Technical Training           | READ San Diego | 1                            | 43                      | \$ 50.00               | \$ 2,150.00         |
| Lab Facilitator/Support      | READ San Diego | 1                            | 12                      | \$ 50.00               | \$ 600.00           |
| Learning Center Manager      | READ San Diego | 1                            | 105                     | \$ 25.00               | \$ 2,625.00         |
| <b>TOTALS</b>                | <b>ALL</b>     | <b>114</b>                   | <b>3371.5</b>           |                        | <b>\$85,296.06</b>  |

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**San Diego County Library  
Volunteer Report 2001-02  
Donations To Volunteer Program**

| Branch         | Donation                                     | By Whom                       | Value              |
|----------------|--|-------------------------------|--------------------|
| Bonita         | Volunteer Breakfast                          | Staff                         | \$ 102.00          |
| Bonita         | Refreshments and Favors                      | Staff                         | \$ 16.00           |
| Bonita         | Xmas Gifts and Cards                         | Staff                         | \$ 45.00           |
| Bonita         | Two Book Sale Luncheons                      | Staff                         | \$ 66.00           |
| Encinitas      | Food   | Staff                         | \$ 112.34          |
| Lakeside       | Refreshments                                 | Staff                         | \$ 66.00           |
| Lemon Grove    | Volunteer Recognition Dinner                 | Staff                         | \$ 30.00           |
| Lemon Grove    | Refreshments                                 | Staff                         | \$ 116.93          |
| Lemon Grove    | Book Sale Refreshments                       | Staff                         | \$ 25.00           |
| Lemon Grove    | Refreshments for Old Time Days' Volunteers   | Sonya Heiserman               | \$ 25.00           |
| Lincoln Acres  | Refreshments                                 | Staff                         | \$ 48.00           |
| Poway          | Refreshments                                 | Staff                         | \$ 25.00           |
| Valley Center  | Volunteer Recognition Gifts and Refreshments | Staff                         | \$ 225.00          |
| READ San Diego | Money  | Various County Residents      | \$ 2,734.00        |
| READ San Diego | Books  | Various County Residents      | \$ 1,500.00        |
| READ San Diego | Children's Books                             | Sammy's Woodfire Pizza        | \$ 3,000.00        |
| READ San Diego | Children's Books                             | Starbucks                     | \$ 12,000.00       |
| READ San Diego | Books  | San Diego County Credit Union | \$ 700.00          |
| READ San Diego | Money  | San Diego Foundation          | \$ 1,561.00        |
| READ San Diego | Money  | State Grant                   | \$ 2,000.00        |
| <b>TOTAL</b>   |  |                               | <b>\$24,397.27</b> |

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